



Attendance Incentives	
POLICY #323	Page 1 of 3
Effective Date: August 15, 2022 Prior Version Date(s): July 1, 2022	<i>Approved 8/15/22 – Josette Manning, Cabinet Secretary</i>

1. Purpose

The goal of the attendance incentive payments under this policy is to address staffing levels in DSCYF facilities and reward employees who help the department keep its 24/7 facilities operational and with adequate staffing to serve the youth in our care and custody. Eligible employees under this policy are those in classifications that are historically hard to fill and job duties that are critical to providing supervision and direct care to children and youth in our facilities.

Continuation of attendance incentive payments is contingent on funding availability. This policy enables payments to be made and sets out the terms of eligibility but does not guarantee the payments.

2. Definitions

Eligible employees: Employees listed in Appendix A who are not disqualified by any of the factors listed in 3(D) and who are assigned to a DSCYF facility as their work location.

DSCYF facilities:

- Ferris School
- New Castle County Detention Center
- Stevenson House Detention Center
- The Residential Cottages
- Silver Lake Treatment Center
- Terry Children's Center

3. Policy / Procedures

Eligibility

- A. Employees must be physically present at their assigned DSCYF facility work location to be eligible. Employees with telework agreements are not eligible.
- B. Employees must report to their work location by the first day of the pay cycle in the quarter in order to be eligible to receive the attendance incentive for that quarter.
- C. Employees are not eligible to receive the attendance incentive payment if, during the quarter, any of the following occur:

- The employee had more than 2 occurrences of tardiness, unscheduled single day absences or call-outs during a weekday
 - The employee was tardy or called out anytime on or before C-Shift on Friday through and including C-Shift on Sunday
 - The employee refused a freeze
 - The employee served a suspension
 - The employee was out on administrative leave for longer than 14 days
 - The employee was out due to a subsequent arrest
- D. Employees are not eligible to receive the attendance incentive during quarters in which they also used pre-approved, protected leave options such as FMLA, STDI, Paid Parental Leave, etc. that exceeded 14 days.

Payment timing

Eligible employees can expect to receive the quarterly attendance incentive payment in the second paycheck of the subsequent quarter.

Tracking procedures

- A. Each facility must ensure that there is a log that is updated after each shift with call-outs and tardiness. The list will include the employee's full name and employee ID number.
- B. The facility must submit the log to their respective division director or designee for review one week before the end of the quarter.
- C. The division director must submit one complete final list at the end of each quarter to payroll of all employees eligible for the attendance bonus. The final list will include their first name, last name and Employee ID number for processing.

4. Responsibility for this Policy

The Division of Management Support Services is responsible for this policy.

Appendix A: List of eligible classificationsPositions with DYRS and PBHS:

Institutional Attending
Youth Care Specialist I
Youth Care Specialist II
Youth Care Specialist III
Youth Care Specialist Supervisor
Youth Rehab Treatment Specialist
Youth Rehab Treatment Specialist Supervisor
Youth Rehab Master Treatment Specialist
CO/YR/Food Svc Specialist I
CO/YR/Food Svc Specialist II
CO/YR/Food Svc Supervisor
Domestic and Food Services Ser
Custodial Supervisor I
Custodial Worker
Building Grounds Custodial & Maintenance